

HHSDC Training Center
 9323 Tech Center Drive, Ste. 100
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**HHSDC PERSONAL COMPUTER
 TRAINING SCHEDULE
 January – June 2002**

The HHSDC Training Center is pleased to announce the new personal computer application training schedule for the second half of Fiscal Year 2001/2002. All course descriptions and course prerequisites may be accessed on our web site at www.training.ca.gov.

INSTRUCTORS: One-day application courses will be taught by IS, Inc. Microsoft Project, and Access and Excel

Visual Basic courses, will be taught by Knowledge Structures, Inc.

TUITION: Please see reverse for tuition fees.

Dedicated classes at reduced rates are also available. Call us for additional information.

SATISFACTION GUARANTEED OR YOUR MONEY BACK

HOW TO ENROLL

To enroll in a class at HHSDC, please have your training coordinator call the HHSDC Training Center Registration Line at 739-7502. We will take all enrollment and billing information over the phone, then send the training coordinator a confirmation and a map to HHSDC for each student.

CANCELLATIONS

Cancellations and requests to reschedule enrolled students MUST be made by TEN (10) WORKING DAYS PRIOR TO THE FIRST DAY OF CLASS or the department will be required to pay the full course fee. Substitutions of enrolled students may be made at any time.

LOCATION AND TIME

All training classes are held at the HHSDC Training Center at 9323 Tech Center Drive, Ste. 100, in Sacramento. Tech Center Drive is located one block south of the intersection of Folsom Blvd. and Mayhew Road, between Watt and Bradshaw. **Classes will be in session each day from 8:15 A.M. to approximately 3:30 P.M.** Plenty of free parking is available.

PREREQUISITES: Most of the courses appearing on this schedule require prerequisite skills or courses. Please consult the course descriptions at our web site, www.training.ca.gov, for all prerequisites. Please ensure that you meet the prerequisites for any class before enrolling. *HHSDC cannot be responsible for anyone enrolling into a course for which they lack the required prerequisite skills. In such a case, the full course fee will be charged to the department unless the student is canceled prior to the cancellation deadline.* If you have any questions about the prerequisites for any class, please call us at (916) 739-7502 and we'll be happy to assist you.

HHSDC PC CLASS SCHEDULE – January through June 2002

Internet Courses (\$125 per student):

HTML 4 Programming Level 1 Feb 5, Mar 28, May 8, Jun 21
 HTML 4 Programming Level 2 Apr 15, Jun 27
 FrontPage 2000 Introduction Jan 31, Feb 21, Apr 29, May 30
 FrontPage 2000 Advanced Mar 15, Jun 24

E-Mail and Calendaring (\$110 per student):

Outlook 98 Introduction Jan 22, Mar 27, May 23
 Outlook 98 Advanced Apr 25, Jun 14
 Outlook 2000 Introduction Jan 24, Mar 27, May 23
 Outlook 2000 Advanced May 1, Jun 4

Programming Courses (\$525 per student):

Access 97 Visual Basic Feb 19-21, Mar 25-27, Apr 17-19, May 13-15,
 Jun 24-26
 Excel 97 Visual Basic Mar 4-6, Jun 5-7

Windows Courses (\$110 per student):

Windows 98 Introduction Apr 29
 Windows NT 4.0 Introduction Mar 28
 Windows NT 4.0 Advanced May 20
 Windows 2000 Introduction Feb 19, May 22
 Windows 2000 Advanced Jun 28

Word Processing Courses (\$110 per student):

Word 97 Introduction Feb 4, Mar 14, Apr 3, May 15, Jun 3
 Word 97 Intermediate Feb 22, Mar 21, May 8, Jun 12
 Word 97 Advanced Apr 4, Jun 19
 Word 2000 Introduction Jan 24, Mar 12, Apr 22, May 16
 Word 2000 Intermediate Feb 13, Apr 30, May 28
 Word 2000 Advanced May 30

Spreadsheet Courses (\$110 per student):

Excel 97 Worksheets Jan 16, Jan 29, Feb 14, Feb 25, Mar 11, Mar 26, Apr 4,
 Apr 18, May 7, May 28, Jun 13, Jun 25
 Excel 97 Charting & Organizing Data Jan 30, Feb 15, Mar 20, Apr 24, May 14, Jun 20
 Excel 97 Advanced Mar 18, Jun 11
 Excel 2000 Worksheets Jan 23, Feb 19, Mar 19, Apr 9, May 17, Jun 18
 Excel 2000 Charting & Organizing Data Feb 7, Apr 2, May 2, Jun 10
 Excel 2000 Advanced Mar 21, Jun 6

Database Courses (\$110 per student):

Access 97 Introduction	Jan 15, Jan 28, Feb 7, Feb 15, Feb 27, Mar 7, Mar 18, Mar 28, Apr 9, Apr 19, Apr 30, May 9, May 20, May 29, Jun 7, Jun 17, Jun 27
Access 97 Intermediate	Jan 22, Feb 13, Feb 28, Mar 14, Mar 25, Apr 8, Apr 24, May 7, May 23, Jun 12, Jun 24
Access 97 Advanced	Feb 22, Apr 16, Jun 28
Access 2000 Introduction	Jan 23, Feb 28, Mar 13, Apr 2, Apr 25, May 16, May 28, Jun 13, Jun 21
Access 2000 Intermediate	Feb 6, Apr 11, May 24, Jun 26
Access 2000 Advanced	Mar 29, Jun 3

Project Management Courses (see individual course):

Microsoft Project 98 Introduction (\$300 per student)	Jan 16-17, Feb 25-26, Mar 19-20, Apr 22-23, May 21-22, Jun 18-19
Microsoft Project 2000 Introduction (\$300)	Feb 13-14, Apr 10-11, Jun 10-11
Advanced Microsoft Project 98/2000 (\$150)	Feb 27, Apr 12, Jun 20

Presentation Graphics Courses (\$110 per student):

PowerPoint 97 Introduction	Jan 17, Feb 20, Mar 15, Apr 17, May 13, Jun 4
PowerPoint 97 Advanced	Mar 27, May 21
PowerPoint 2000 Introduction	Feb 14, Mar 6, May 6, Jun 17
PowerPoint 2000 Advanced	Apr 3, Jun 14
Visio 5.0 Create Organization Charts	Jan 29, Apr 1
Vision 5.0 Introduction to Network Diagrams	Feb 20, May 9
Visio 2000 Create Organization Charts	Feb 21, Apr 16, Jun 5
Vision 2000 Introduction to Network Diagrams	Jan 30, May 29

Visit our Web Site at

www.training.ca.gov